

Subdivision Name: \_\_\_\_\_

### INSTRUCTIONS:

- **Apply online at [www.mygovernmentonline.org](http://www.mygovernmentonline.org). Provide 1 hard copy of the submittal package to Development Services Intake staff, 512-401-5100.**
- **Submittals are due by NOON on the subdivision submittal date. See attached schedule.**
- Fill out the following application and checklist **online** completely prior to submission.
- The most current application is located on the City's website ([www.cedarparktx.gov](http://www.cedarparktx.gov)) for your reference as well as **online at [www.mygovernmentonline.org](http://www.mygovernmentonline.org).**
- Incomplete applications cannot be accepted for review.
- Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your subdivision. ***This checklist is only a guide. All state and local subdivision requirements cannot be reflected on this checklist.*** If there are any questions regarding subdivision regulations, the applicant should consult the source law. City ordinances can be obtained from the City of Cedar Park at our website or City Hall.
- Submit the completed application package and all subsequent documentation and updates by:  
**Uploading to [www.mygovernmentonline.org](http://www.mygovernmentonline.org) (preferred) or providing hard copies to Development Services Intake / 450 Cypress Creek Road, Building 2 / Cedar Park, TX 78613**

(Submittal Date – Office Use Only)

### REQUIRED ITEMS FOR SUBMITTAL PACKAGE – Upload Online:

**The following items are required in order for the Subdivision Application to be accepted for review.**

- ☐ 1. Completed and signed application/checklist. **Clearly identify the uploaded document as the application.**
- ☐ 2. One (1) print of final plat and all documents that were uploaded online (that includes the proposed plat, the approved preliminary plan (stamped by the City of Cedar Park if approved after 3/1/00) and all other items required on this application). These **MUST** be uploaded online. **Clearly identify each uploaded document as a final plat, preliminary plan, etc.**
- ☐ 3. One (1) copy of **each**: \_\_\_ drainage study and \_\_\_ utility schematic/plan. These **MUST** be uploaded online. **Clearly identify each uploaded document as a drainage study and utility schematic/plan.**
- ☐ 4. One (1) copy of parks proposal letter (residential subdivisions). If the park plan has been approved prior to this submission, submit copy of approved plan. **Clearly identify the uploaded document as a parks proposal letter or approved plan.**
- ☐ 5. One (1) copy of a tree survey and a .pdf. This tree survey is to be superimposed on top of the subdivision lot layout. The tree survey is to identify all protected trees (see Tree and Landscape Ordinance for definition) and all protected trees that are to be removed. If there are any protected trees to be removed, provide a protected tree replacement plan. The tree survey and protected tree replacement plan are required to be approved by the City prior to plat approval. **Clearly identify the uploaded document as a tree survey.**
- ☐ 6. A tax map highlighting the subject property. **Clearly identify the uploaded document as a tax map.**
- ☐ 7. Copy of deed showing current ownership. **Clearly identify the uploaded document as a deed.**
- ☐ 8. Is this plat a part of an approved PUD? Y/N                      If yes, name of PUD: \_\_\_\_\_  
 8a. If yes, provide a letter, outlining PUD development requirements and how they are addressed on the plat. **Clearly identify the uploaded document as a PUD Requirements Letter.**
- ☐ 9. Fees: **May be paid online once the submittal has been accepted. Fees must be paid prior to review.**  
 \_\_\_\_\_ Planning Dept. Review Fee: \$700 plus \$8 per lot or acre (whichever is greater) plus,  
 \_\_\_\_\_ Public Works (Engineering) Review Fee: \$500 plus \$5 per lot or acre (whichever is greater) plus,  
 \_\_\_\_\_ Fire Marshal Review Fee: \$50 plus,  
 \_\_\_\_\_ Professional Fee: \$200 non-refundable base professional fee recovery\* plus,  
 \_\_\_\_\_ GIS Digitizing Fee: \$25  
 \_\_\_\_\_ **Total Fee\*\***  
 \*Additional fees may be charged for professional expenses incurred (Ordinance CO-01-01-25-M.1.)  
 \*\*Does not include the cost of County recording fees.

**Note:** Original reproducible 18" x 24" is retained by the applicant until all comments have been received and responses prepared.

**Please Note:** The signature of owner authorizes City of Cedar Park staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.**

(Check One:)

\_\_\_\_\_ *I will represent my application before the Planning Division and/or Planning & Zoning Commission.*

\_\_\_\_\_ *I hereby authorize the person named below to act as my agent/applicant in processing this application before the Planning Division and/or Planning & Zoning Commission.*

Owner's Name (printed)	Phone	Cell
Owner's Address	City	State Zip
Owner's Signature	Date	Email Address
Agent/Applicant Name: _____		
Company: _____		
Mailing Address: _____		
Street	City	State Zip
Phone	Cell	Email address

**The following information shall be shown on the plat and/or submitted with the plat:**

- \_\_\_\_\_ 1. Existing boundary lines of land to be subdivided are drawn with a heavy line.
- \_\_\_\_\_ 2. Scale 1"=100' is labeled on plat.
- \_\_\_\_\_ 3. North arrow.
- \_\_\_\_\_ 4. Location sketch on front sheet.
- \_\_\_\_\_ 5. Subdivision title at the top of the first sheet.
- \_\_\_\_\_ 6. The following data is **completed on this form and** placed on the first sheet of the plat:

<b>Owners:</b> _____	
<b>Address:</b> _____	
<b>Phone:</b> _____	<b>Mobile:</b> _____
<b>Acreage:</b> _____	
<b>Survey:</b> _____	
<b>Number of lots and proposed use (if more than one use is planned for the lots, provide land use summary showing # of lots are planned for each use):</b> _____	
<b>Date:</b> _____	
<b>Surveyor:</b> _____	
<b>Phone:</b> _____	<b>Mobile:</b> _____
<b>Engineer:</b> _____	
<b>Phone:</b> _____	<b>Mobile:</b> _____

- \_\_\_\_\_ 7. Property lines of adjacent properties, and, where applicable, the names and lot lines of adjacent approved preliminary plans and final plats with record references of final plats.
- \_\_\_\_\_ 8. Existing and adjoining easements, including type/kind, dimensions, and any recordation information. Proposed easements including notes to be located on the first sheet (map page) to read as follows: ***A ten (10) foot PUE is hereby dedicated adjacent to all street ROW on all lots. A 5' PUE is hereby dedicated along each side lot line from the front property line to the front building line except where a side lot line is also the rear lot line of an adjacent lot in which case the 5' PUE is dedicated along the entire length of the side lot line. A seven and one half foot PUE is hereby dedicated adjacent to all rear lot lines. \*\*If the rear and side lot lines are not apparent on the plat, show easements graphically instead of the note.***
- \_\_\_\_\_ 9. Name and right-of-way width of adjacent streets.
- \_\_\_\_\_ 10. Lot lines and numbers.
- \_\_\_\_\_ 11. Block letters. (Blocks are bounded by streets.)
- \_\_\_\_\_ 12. Locations of all permanent monuments and control points to which all dimensions, bearings, and similar data shall be referred.
- \_\_\_\_\_ 13. Building lines adjacent to street ROW and a note is provided on the first sheet as follows if inside the City limits: ***Setbacks not shown on lots shall conform to the City of Cedar Park Zoning Ordinance.***
- \_\_\_\_\_ 14. Perimeter field notes (beginning point to be **original** corner of original survey from which this plat is a part, not original/1st subdivision plat).

- \_\_\_\_\_ 15. A certificate signed and sealed by the surveyor indicating that the plat complies with Chapter 12 Sec. 12.06, of the City Code of Cedar Park and that all easements of record as found on the title policy or discovered with a title search prepared in conjunction with the most recent purchase of property. Permanent/waterproof ink with legible seal.
- \_\_\_\_\_ 16. The 100-year floodplain, floodway, velocity zones, reference marks, elevation data and other information which can be transferred from the Flood Hazard Boundary Map (FHBM) or the Flood Insurance Rate Map (FIRM) to the plat map. A note identifying the data source and source date is included on the plat. OR--a note on the plat identifies that there are no identified flood hazard areas in the platted area and the appropriate FEMA map has been cited as the reference.
- \_\_\_\_\_ 17. If the subdivision is within the city limits and is within 500 feet of a roadway specified in the **Corridor Overlay Ordinance**, provide the following plat note: ***"This subdivision shall comply with the Corridor Overlay Ordinance of the City of Cedar Park."*** Also, show and identify on the plat, a '25 foot landscape and pedestrian access easement' adjacent to any of the roadways identified in the Corridor Overlay Ordinance.
- \_\_\_\_\_ 18. Show school district boundary if located on or adjacent to the proposed subdivision.
- \_\_\_\_\_ 19. Note for recording plat in Williamson Co. and/or Travis Co. Clerk's Office at the bottom, right corner of the last sheet.
- \_\_\_\_\_ 20. Note for Commissioner's Court approval statement (if located outside of the City limits).
- \_\_\_\_\_ 21. The following is provided: Owner's dedication statement signed and acknowledged by owners and any person holding a lien on the property dedicating all additional ROW, streets, alleys, easements, parks, and other open spaces to public use, or, when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision. **If** there is no lien holder, a letter from the owner stating such is enclosed. All signatures with permanent/waterproof ink and legible notary seals.
- \_\_\_\_\_ 22. Watershed information (if applicable):  
\_\_\_\_\_ Lake Travis watershed (watershed report is enclosed showing compliance with LCRA standards)  
\_\_\_\_\_ Edward's recharge zone (approval enclosed by TNRCC)
- \_\_\_\_\_ 23. Proposed water and wastewater utilities:  
\_\_\_\_\_ City of Cedar Park  
\_\_\_\_\_ Williamson/Travis County MUD #1  
\_\_\_\_\_ private wells  
\_\_\_\_\_ septic tanks or other individual sewage treatment system  
\_\_\_\_\_ other \_\_\_\_\_
- \_\_\_\_\_ 24. Plat note prohibiting obstructions in drainage easements is provided.
- \_\_\_\_\_ 25. The following plat note regarding: ***Sidewalks shall be installed on the subdivision side of [insert street name(s)]. Those sidewalks not abutting a residential, commercial or industrial lot shall be installed when the adjoining street is constructed. Where there are double frontage lots, sidewalks on the street to which access is prohibited are also required to be installed when the streets in the subdivision are constructed.*** (Chapter 12, Sec. 12; Cedar Park Code)
- \_\_\_\_\_ 26. A minimum of two survey ties across **all** boundary streets indicating existing ROW width / location (and, if necessary for purposes of determining intersection/driveway spacing, to the centerline of adjacent intersecting streets/driveways).
- \_\_\_\_\_ 27. If any signage or landscaping is proposed within street ROW, a license agreement is provided for approval by the City Council.

- \_\_\_\_\_ 28. The full street ROW width is platted and dedicated adjacent to the full length and/or width of all lots.
- \_\_\_\_\_ 29. Names and signature lines for the Chairman and Secretary of the Planning and Zoning Commission attesting approval of the plat.
- \_\_\_\_\_ 30. Name and signature line for the Director of Development Services attesting to the approval and authorization for recordation of the plat are provided.
- \_\_\_\_\_ 31. Note for and signature by Director of Environmental Services for Williamson County if the subdivision is not within the Cedar Park city limits and all or part is located in Williamson County:

(If in Travis County and not within city limits, provide appropriate note.)

***Williamson County Health Department Approval:***

***Based upon the representations of the engineer or surveyor whose seal is affixed hereto, and after a review of the plat as represented by the said engineer or surveyor, I find that this plat complies with the requirements of Edward's aquifer regulations for Williamson County, the Williamson County flood plain regulations and Williamson County on-site sewerage facility regulations. This certification is made solely upon such representations and should not be relied upon for verification of the facts alleged. The Williamson County Health Department and Williamson County disclaim any responsibility to any member of the public for independent verification of the representations, factual or otherwise, contained in this plat and the documents associated with it.***

- \_\_\_\_\_ 32. Interior residential lots to be served by an organized sewer system are at least fifty (50) feet in width at the front building line and at all points to a distance of fifty (50) feet behind the front building line. Corner residential lots to be served by an organized sewerage collection system shall be at least sixty (60) feet wide at the front building line and at all points to a distance of fifty (50) feet behind the front building line. (These provisions do not apply to townhouse lots.)
- \_\_\_\_\_ 33. Provide the following note: ***Prior to construction of any improvements on lots in this subdivision, building permits will be obtained from the City of Cedar Park.***
- \_\_\_\_\_ 34. Lots which are not served by an organized sewerage collection system are at least eighty five (85) feet wide at the building line and at all points for a distance of 75 feet to the rear of the building line.
- \_\_\_\_\_ 35. Variance request and justification (if applicable) plus a check for \$100 for the first variance requested and \$50 for each additional variance requested.
- \_\_\_\_\_ 36. If inside the City limits, subdivision complies with Cedar Park zoning ordinance. If plat does not comply with existing zoning, a re-zoning application is enclosed.  
**Current zoning** (if inside City) \_\_\_\_\_
- \_\_\_\_\_ 37. Standard Engineering Subdivision notes at <http://www.cedarparktexas.gov/index.aspx?page=352>
- \_\_\_\_\_ 38. Sign block for engineer.
- \_\_\_\_\_ 39. Electronic copy of final plat provided in .dwg or .dgn format.

## 2017 Subdivision Submittal Schedule / Review Dates

Submit by Noon	Comment Letter Sent Out	Update #1 Resubmittal by Noon	P&Z Packet Published	P&Z Meeting Date
12/19/2016	12/27/2016	<b>1/3/2017</b>	1/13/2017	1/17/2017
1/23/2017	1/31/2017	2/6/2017	2/17/2017	2/21/2017
<b>2/21/2017</b>	2/27/2016	3/4/2016	3/17/2017	3/21/2017
3/20/2017	3/28/2017	4/3/2017	4/14/2017	4/18/2017
4/17/2017	4/25/2017	5/1/2017	5/12/2017	5/16/2017
5/22/2017	5/30/2017	6/5/2017	6/16/2017	6/20/2017
6/19/2017	6/27/2017	7/3/2017	7/14/2017	7/18/2017
7/17/2017	7/25/2017	7/31/2017	8/11/2017	8/15/2017
8/21/2017	8/29/2017	<b>9/5/2017</b>	9/15/2017	9/19/2017
9/18/2017	9/26/2017	10/2/2017	10/13/2017	10/17/2017
10/23/2017	10/31/2017	11/6/2017	11/17/2017	11/21/2017
11/20/2017	11/28/2017	12/4/2017	12/15/2017	12/19/2017
12/18/2017	12/26/2017	<b>1/2/2018</b>	1/12/2018	1/16/2018

**Red = Date changed due to holiday**

*\* Resubmit update no later than 14 days prior to P&Z meeting.*

Subdivisions that are not able to clear comments by the "P&Z Packet Published" date shown on the above schedule will revert to the standard development submittal schedule and will require submittal of a "Voluntary Waiver of Right for 30-Day Action Letter".

2018 Meeting dates are tentative and have not been approved. Please verify.